



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

06 Jan 2023

DIVISION MEMORANDUM  
No. 012, s. 2023

**ANNOUNCEMENT OF CAREER OPPORTUNITY/IES:  
VACANCIES IN THE SENIOR HIGH SCHOOL**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. This Office calls for the submission of Applications for the vacant positions in the Senior High School, until **January 31, 2023, 5:00 PM.**

2. This ranking shall abide with the following guidelines:

Item	Reference
Qualification Standards	DepEd Order No. 3, s. 2016 and DepEd Order No. 51, s. 2017
Evaluation Criteria and Computation of Points	DepEd Order No. 3, s. 2016
Procedures	DepEd Order No. 66, s. 2007

3. The following qualification standards shall be considered:

**Prescribed Qualifications**

VACANT POSITION		QUALIFICATION STANDARDS			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Teacher II	ACADEMIC	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least <u>6</u> units towards a Master's degree in relevant strand/subject	None required	None required	Applicants for a permanent position: RA 1080 (Teacher);



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 855-0113  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



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	TVL	Bachelor's degree ; or completion of technical-vocational course(s) in the area of specialization	At least NC*II + TMC** I Appropriate to the specialization  * NC - National Certificate  **TMC- Trainer's Methodology Certificate	6 months of relevant teaching or 6 months of industry work experience	If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring  Applicants for a contractual position: None required
Teacher III	ACADEMIC	Bachelor's degree with a major in the relevant strand/ subject; or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/ subject	4 hours of training relevant to the subject area of specialization	1 year of relevant teaching/industry work experience	Practitioners (part-time only): None required
	TVL	Bachelor's degree holder; or completion of technical-vocational course(s) in the area of specialization	At least NC* II + TMC** I *Appropriate to the specialization	1 year of relevant teaching or 1 year of industry work experience	Practitioners (part-time only): None required

**Required Competencies**

- a. *Technical Competencies*: Teaching Ability, Classroom Management and School Fit
- b. *Core Behavioral Competencies*: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
- c. *Core Skills*: Oral Communication, Written Communication and Computer/ICT Skills

4. All interested applicants shall scan the required documents which shall then be saved in one (1) PDF file (following the same order as enumerated below). Filename of which shall be as follows:

VACANT POSITION	PRESCRIBED FILE NAME	SAMPLE FILE NAME
Teacher II	2023-SHS-TRACK-TCH2_Full Name	2023-SHS-ACAD-TCH2_Juan D. Cruz
Teacher III	2023-SHS-TRACK-TCH3_Full Name	2023- SHS-TVL-TCH3_Juana D. Cruz



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5. **The PDF file must be sent to [recruitment.elsalvadorcity@deped.gov.ph](mailto:recruitment.elsalvadorcity@deped.gov.ph) and the hard copy of the documents must be submitted to the Division Office (Attn: Personnel Unit) on or before the deadline.**

- a. Letter of intent addressed to the Schools Division Superintendent
- b. Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom
- c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet
- d. Photocopy of Certificate of Eligibility/Report of Rating OR photocopy of valid and updated PRC License
- e. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable
- f. Duly signed Service Record
- g. Photocopy of Certificates of Training
- h. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment
- i. Photocopy of Latest Appointment, if applicable
- j. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled
- k. All available and eligible pertinent documents as stipulated in DepEd Order No. 3, s. 2016 (proof of Outstanding Accomplishments, GWA Certification and LET Rating)

6. All applicants are enjoined to fill out this online form: [bit.ly/ApplicantSignUpforOrientation](http://bit.ly/ApplicantSignUpforOrientation) if interested to join the orientation for applicants on **January 18, 2023**. The link for the virtual orientation will be sent to the email indicated by the applicant in the online form.

7. Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) (Just click: Career Opportunities → Selection Line-Up), will further undergo the selection process.

8. This Office shall issue another memorandum relative to the composition of the Human Resource Merit, Promotion and Selection Board (HRMPSB) and the target schedule for this ranking.



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9. This Office shall observe the Equal Employment Opportunity Principle (EEO) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
10. Immediate dissemination of this Memorandum to all concerned is enjoined.

  
**OLGA C. ALONSABE, PhD, CESO V**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

HIRING      RECRUITMENT      SELECTION



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Annex C

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_ Religion: \_\_\_\_\_  
 Course: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( ) Solo Parent: Yes ( ) No ( )

	Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
(a)	Letter of intent addressed to the Schools Division Superintendent			
(b)	Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom			
(c)	Duly accomplished Personal Data Sheet (PDS) (CS Form No			
(d)	Photocopy of Certificate of Eligibility/Report of Rating OR photocopy of valid and updated PRC License			
(e)	Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable			
(f)	Duly signed Service Record			
(g)	Photocopy of Certificates of Training			
(h)	Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment			
(i)	Photocopy of Latest Appointment, if applicable			
(j)	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled			
(k)	All available and eligible pertinent documents as stipulated in DepEd Order No 3, s 2016 (proof of Outstanding Accomplishments, GWA Certification and LET Rating)			

**OMNIBUS CERTIFICATION AND WAIVER**

This is to certify that all information above are true and correct; and that the documents submitted are authentic. This is also to authorize the Department of Education - Division of El Salvador City to use my personal information for purposes of recruitment, selection, and hiring.

\_\_\_\_\_  
Name and Signature of Applicant

Attested by:

**ANNA MAE M. ATILLO**  
Human Resource Management Officer II

